

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE See Item 16C.	4. REQUISITION/PURCHASE REQ. NO. PR9214507		5. PROJECT NO.
6. ISSUED BY GSO/Procurement Unit U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan		CODE	7. ADMINISTERED BY See Item 6. CODE	
8. NAME AND ADDRESS OF CONTRACTOR			✓	9a. AMENDMENT OF SOLICITATION NO. 19JA80-20-Q-0769
				9b. DATED (SEE ITEM 11) July 9, 2020
				10a. MODIFICATION OF CONTRACT/ORDER NO.
				10b. DATED (SEE ITEM 13)
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<p><input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods:</p> <p>(a) by completing Items 8 and 15 and returning one copy of the amendment;</p> <p>(b) by acknowledging receipt of this amendment on each copy of the offer submitted; or</p> <p>(c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers.</p> <p>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</p> <p>If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment and is received prior to the opening hour and date specified.</p>				
12. ACCOUNTING AND APPROPRIATION DATA N/A				
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS; IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER:				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return <u>one</u> copy to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION				
Request for Quotations 19JA80-20-Q-0769 is hereby amended to reflect change as shown on the next page, effective the date of the Contracting Officer's signature.				
As a result of the change, 19JA80-20-Q-0769 is hereby amended to extend quotation submission due date from July 31 at 11:00am to August 7 at 11:00am.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remain unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME OF CONTRACTING OFFICER Darin Phaovisaid	
15B. NAME OF CONTRACTOR/OFFEROR BY (signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (signature of Contracting Officer)	16C. DATE SIGNED 7/30/2020	

1. Sub Section 1.2.1: Specification/Statement of Work, Page 5 of 47, the Request for Quotations is hereby amended to delete its entirety and is replaced with attached revised July 30, 2020.

- End of Amendment No. 0001-

1.2 Continuation to SF-18, Request for Quotations (RFQ) Number, 19JA80-20-Q-0769, Block 11(b), Schedule of Supplies/Services

The Contractor shall provide external public diplomacy platform services

with access to audience networks, an office location, and shared work and

event space at locations throughout Japan, for use by U.S. Embassy, Tokyo

and its five Consulates in Sapporo, Nagoya, Osaka, Fukuoka, and Naha.

The Contractor shall furnish, but not limited to all managerial,

administrative, equipment, and direct labor personnel that are necessary

to accomplish the work in this contract.

1.2.1 Specification/Work Statement

(a) Project period - September 1, 2020 through August 31, 2021

(b) Statement of Work

Project Description:

For the past year, U.S. Embassy, Tokyo ("the Embassy") has partnered with a shared co-working space to host public programs, engage with new audiences, and advertise Embassy offerings, in addition to securing an office space at which to host educational advising. The Embassy seeks to continue this type of expeditionary public diplomacy through a direct contract with a contractor. This partnership is part of a new public diplomacy approach that engages target audiences on Embassy priorities to produce more effective programs and build lasting contact networks. Therefore, the Embassy seeks a contractor that can provide access to and engage with new audience networks.

Statement of Work:

In close coordination and consultation with the Contracting Officer's Representative (COR), the Contractor shall provide a range of services including, but are not limited to:

1. Controlled Access

The Embassy shall be granted access to office locations throughout Japan during the Embassy's regular working hours (Monday through Friday from 8:30 to 17:30) and beyond. This

access shall be extended to Consulates, where Contractor locations exist or for any other location(s) that may open during the contract period. Embassy and Consulate personnel may work directly with the Contractor's leadership and location staff to coordinate programs and events. There should be at least two English level 2 (please see attached) bilingual staff members in each of the office locations, and there should be a security system, such as controlled access, a security guard, or a receptionist(s), at all offices.

2. Membership Accounts

The Embassy and Consulates need flexible and full access to the Contractor's facilities and network with at least 11 membership accounts in Tokyo, as well as at least two accounts in Osaka, Nagoya, and Fukuoka, and ideally also in Okinawa and Tohoku/Hokkaido. More memberships may be requested as additional Contractor venues open. Additional Embassy and Consulate staff, regardless of account, will need to work with the Contractor's leadership and office staff to coordinate events and programs. The membership shall be transferrable with official name change requests during the Contract without any charge.

3. Office Locations and Private Office Space

The Contractor should preferably offer office locations in Tokyo, Osaka, Nagoya, and Fukuoka, and ideally also in Okinawa and Tohoku/Hokkaido. The Contractor shall provide a suitable private office space at one designated office location at least in Tokyo for exclusive use by Embassy and/or Consulate personnel that can accommodate at least four people. The office shall be located within a 3km radius from the Embassy and within a five-minute walking distance from the closest station, preferably with JR lines. The office shall also be equipped with standard furniture, such as desks, tables, cabinets, and dustbins. If more than one location fits the above criteria, the Contractor shall submit a list of possible locations that the Embassy can choose from.

4. Communal Space at Office Locations

The Contractor shall have communal space in which external guests can be welcomed for meetings or events, and in which networking with the Contractor's community members is possible. This space should at minimum have tables, chairs, and couches. Each member, as described in Section 2 above, may request access to a one-day

pass to use communal space at a non-base location at least once throughout the duration of the contract.

5. Office Amenities and Additional Services

The Contractor's office locations shall be staffed with English level 2 (please see attached for definition) bilingual vendor personnel, who shall serve as receptionists and support staff for Embassy and other community members. The Contractor shall provide standard office amenities at each location to include, but not limited to: a printer, copier, fax machine, phone booths (quiet office cubicle), Wi-Fi, a screen, and a projector. Additional services could include, but are not limited to: coffee, tea, water, microwave, kitchen spaces, common space, snack stands, cleaning services, air conditioning, and troubleshooting. These services shall be available during and outside of regular office hours as outlined in Section 1, to be paid according to the above specified units.

6. Printing Services

The Embassy anticipates a maximum of 500 black and white copies/month and 100 color copies/month to be made for 6 during the 12 months period.

7. Network Size and Availability

The Contractor shall have an established community of members with a minimum of 10,000 in Japan, forming a network consisting of all individuals and entities registered as members at each office location,; which there should be at least 100 members per location. The Embassy and Consulates shall be permitted access as a full member to this network, able to invite community members to public programming, and engage with them virtually through an online internal communication platform. The membership shall be made up of at least the following industries/fields: government, IT, manufacturing, travel, NPOs, education, and women-owned businesses.

8. Internal Communication Platform and Networking Events

The Contractor shall provide an online internal communication platform that Embassy and Consulate personnel are able to access and use to engage with the Contractor's community members across all office locations countrywide. The Contractor shall host networking events among its members twice a week, or eight times a month, in Tokyo, and at least twice a month in Osaka, Nagoya, and Fukuoka. The Contractor shall have experience engaging with members, such as through events, on social issues. The

Contractor and/or its members shall host online events at least once a week.

9. Conference and Meeting Room Space

The Contractor shall furnish private meeting and conference room space at all office locations that Embassy and Consulate personnel can reserve on an as needed basis, pending availability. Available rooms must be able to accommodate meetings or small events ranging from 4 to 24 people. All office locations shall have at least five meeting and conference rooms. The rooms shall be equipped with the necessary technical equipment to conduct these meetings and conferences. The Embassy anticipates using these spaces 20 hours per month (approximately 6 hours in smaller rooms and 14 hours in large rooms) across various locations countrywide.

10. Event Space

The Contractor shall furnish event space of various sizes at all office locations that Embassy or Consulate personnel can reserve on an as needed basis, pending availability. Available event space must be able to accommodate events ranging from 25 to 200 people, and must be equipped with the necessary technical equipment to conduct these events. Contractor staff shall be on hand to assist. The Embassy anticipates hosting regular and ad-hoc events, averaging 4 events per month in Tokyo and 2 events per month in locations near Consulates. Each event is approximately three-hour long, and there shall be prep-time prior to events.

11. Access by External Guests

For events, meetings, and other activities, the Embassy and Consulate shall be permitted to bring in external guests ranging from 1 to 250, depending on the size of event and meeting, and maximum 2,000 guests/year. However, on average, the number of outside guests should roughly be equal to the number of the members participating in any given event or meeting, including Embassy and Consulate personnel. The Contractor shall outline what measures are necessary to permit controlled access to these non-member guests.

12. Partnership with Embassy and Consulates

The Contractor shall commit to a formal partnership with the Embassy and Consulates and publicize it upon consultation with the Embassy. The partnership must include, but is not limited to, the following areas:

A. Marketing and Advertising

The Contractor shall allow Embassy and Consulate programs or opportunities to be shared with the Contractor's community members, as well as the Contractor's marketing contacts using internal and external communication platforms, physical flyers, digital signage, publications, and mailing list **with prior notification and consultation**. With prior notification and consultation, Embassy and Consulate staff may appear in Contractor marketing materials. The Embassy and Consulates intend to post on social media and share across other mediums about said partnership and events, programs, or activities taking place at the Contractor's facilities.

B. Leadership and Communication

To enable this partnership, the Embassy shall receive a designated point of contact, with level 3 English proficiency (please see attached for definition) and native Japanese level, in the corporate office that will facilitate countrywide coordination in both English and Japanese. The Embassy would like to be able to regularly communicate with and present to Contractor leadership about the partnership, outreach strategies, and current and upcoming activities, both hosted at the Embassy and at Contractor locations.